HILL COLLEGE

FACULTY RESOURCE GUIDE 2019-20

Updated 01/13/2020

Welcome to Hill College

And welcome to a new year of teaching and learning!

This Faculty Resource Guide is a quick reference for many of the things that are important in your daily teaching and learning activities. You will find both general and specific information, important phone numbers, some procedures and policies, and answers to the most common "how do I, where do I, and who do I…" questions. It also includes a sampling of the many professional development resources available, both on campus and off, to support faculty who are interested in increasing their ability to facilitate student learning and success.

The Faculty Resource Guide provides a condensed version of selected information in the Hill College Policy Manual; it is a supplement to, rather than a substitution for, the Policy Manual, which is located in the About section of the Hill College website. Contents of the Faculty Resource Guide are subject to change as procedures, plans, and reorganizations may occur after publication. Pathway Program Coordinators, Deans, and Faculty Development are resources for you to verify information and procedures, and can answer many of the questions not covered here.

We hope you find this guide helpful, and wish you a rewarding and fulfilling year!

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FALL 2019

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Holidays

Labor Day	September 2, 2019
Thanksgiving	November 27-29, 2019
Christmas Break	December 19, 2019 -January 8, 2020
Martin Luther King Jr. Day	January 20, 2020
Spring Break	March 16-20, 2020
Good Friday	April 10, 2020
Summer Hours Begin	May 18, 2020
Memorial Day	May 25, 2020
Summer Hours End	August 6, 2020

Administrative Offices Closed During All Holidays
Every Friday Administrative Offices are closed during Summer Hours

Fall 2019

All Staff Day (Administrative Offices Closed)	August 16, 2019
Residence Halls Open	August 22, 2019
Graduation (No Ceremony)	December 12, 2019

Registration

Fall Online Registration Opens (All Terms)	April 15, 2019
Drop/Add (1st 8 Week & 16 Week)	August 26-30, 2019
Drop/Add (2nd 8 Week)	October 21-25, 2019
December Mini Registration Opens	October 1, 2019
Drop/Add (May Mini)	December 17, 2019

Financial Aid Deadlines*

Fall 2019 FAFSA	July 1, 2019
Spring 2020 FAFSA	November 1, 2019
Summer 2020 FAFSA	April 1, 2020

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline

Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.

1st 8 Week No Reinstatements After	September 3, 2019
16 Week No Reinstatements After	September 11, 2019
2nd 8 Week No Reinstatement After	November 28, 2019
Dec. Mini No Reinstatement After	December 17, 2019

Additional late fee applied on registration after 1st class day of term.

Course Dates

Start Date

16-Week	August 26, 2019
1st 8 Week	August 26, 2019
2nd 8 Week	October 21, 2019
December Mini	December 16, 2019

Census Date

16-Week	September 11, 2019
1st 8 Week	September 3, 2019
2nd 8 Week	October 28, 2019
December Mini	December 17, 2019

Last Date to Withdraw

16-Week	November 15, 2019
1st 8 Week	October 4, 2019
2nd 8 Week	November 22, 2019
December Mini	December 27, 2019

Final Exams

16-Week	December 9-12, 2019
1st 8 Week	October 18, 2019
2nd 8 Week	December 12, 2019
December Mini	January 3, 2020

End Date

16-Week	December 12, 2019
1st 8 Week	October 18, 2019
2nd 8 Week	December 12, 2019
December Mini	January 3, 2020

Faculty Dates

Unofficial Roster Certification

16 Week	September 4, 2019

Official Roster Certification

16-Week	September 13, 2019
1st 8 Week	September 4, 2019
2nd 8 Week	October 29, 2019
December Mini	December 18, 2019

Progress Reporting
*Only required to report D & F Grades

16-Week	September 30-October 4, 2019
1st 8 Week	N/A
2nd 8 Week	N/A
December Mini	N/A

Grades Due

16-Week	December 13, 2019
1st 8 Week	October 21, 2019
2nd 8 Week	December 13, 2019
December Mini	January 6, 2020

SPRING 2020

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Thanksgiving	November 27-29, 2019
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Martin Luther King Jr. Day	January 20, 2020
Spring Break	March 16-20, 2020
Good Friday	April 10, 2020
Summer Hours Begin	May 18, 2020
Memorial Day	May 25, 2020
Summer Hours End	August 6, 2020

Administrative Offices Closed During All Holidays
Every Friday Administrative Offices are closed during Summer Hours

Spring 2019
Faculty/Staff Report for Work	January 9, 2020
All Staff Day	January 10, 2020
Administrative Offices Reopen to Public	January 13, 2020
Residence Halls Open	January 16, 2020
Graduation (Ceremony)	May 14, 2020

Registration
Spring Registration Opens	October 15, 2019
Drop/Add (1st 8 Week & 16 Week)	January 21-24, 2020
Drop/Add (2nd 8 Week)	March 23-27, 2020
May Mini Registration Opens	March 1, 2020
Drop/Add (May Mini)	May 19, 2020

Financial Aid Deadlines*
Spring 2020 FAFSA	November 1, 2019
Summer 2020 FAFSA	April 1, 2020
Fall 2020 FAFSA (New Award Year)	July 1, 2020

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16 Week No Reinstatements After	February 5, 2020
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1st 8 Week	March 13, 2020
2nd 8 Week	May 14, 2020
May Mini	June 4, 2020
End Date	
16-Week	May 14, 2020
1st 8 Week	March 13, 2020
2nd 8 Week	May 14, 2020
May Mini	June 4, 2020

Faculty Dates
Unofficial Roster Certification	
16 Week	January 29, 2020
Official Roster Certification	
16-Week	February 7, 2020
1st 8 Week	January 29, 2020
2nd 8 Week	March 31, 2020
May Mini	May 20, 2020
Progress Reporting	
***Only required to report D & F Grades**	
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1st 8 Week	N/A
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Grades Due	
16-Week	May 15, 2020
1st 8 Week	March 23, 2020
2nd 8 Week	May 15, 2020
May Mini	June 8, 2020

About Hill College

Brief History

Opening in 1923, Hill College is a multi-campus comprehensive community college offering courses in a wide variety of areas and disciplines ranging from the academic and technical to continuing education and workforce training. Dual credit and dual admission programs, online courses, athletics, and a strong scholarships program all combine to make Hill College an affordable educational choice.

Mission Statement

Hill College provides high quality, comprehensive educational programs and services. The college enhances the educational, cultural, and economic development of its service area and prepares individuals for a more productive life.

Vision

- Grow Hill College to be the "College of Choice"
- Showcase Hill College as a unique and innovative place of teaching and learning
- Promote student success

Philosophy and Purpose

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information or veteran status in the administration of its educational programs, activities, or employment policies..

In keeping with this philosophy, Hill College recognizes and accepts the responsibility for providing curricula for:

- university-bound students
- students seeking career opportunities in a variety of occupations
- community members seeking cultural enrichment, short-term skill training, or personal improvement opportunities

Core Values

- Accountability
- Dedication
- Integrity
- Positivity
- Respect

Accreditation

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree.

Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

Campuses and Centers

Hill County Campus (HCC)
112 Lamar Drive
Hillsboro, TX 76645
254.659.7500

Johnson County Campus (JCC)
2112 Mayfield Parkway
Cleburne, TX 76033
817.760.5500

Burleson Center
130 E. Renfro St.
Burleson, TX 76028
817.295.7392

For more campus information, including maps, use the Locations quick link at the bottom of the Hill College website.

Campus Safety

Hill County Campus (HCC)   254.659.7777

Johnson County Campus (JCC)   817.760.5777

Burleson Center   817.295.7392

General Information

Emergency Operation Plan

A crisis or emergency can happen at any time and could impact one individual, a building, or an entire campus/center. The Hill College Emergency Operation Plan (EOP) is designed to direct how we respond to these incidents. Know the EOP for your campus/center before an emergency happens, and sign up for Rebel Alert, Hill College's mobile alert system. To view the emergency operation plans for each campus, go to http://www.hillcollege.edu/safety/Emergency.html

Inclement Weather and Emergency Alerts

Hill College uses a system called Rebel Alert to quickly send out critical information in the event of an emergency or campus closing. This service enables administrators to send emergency notifications to up to six phone numbers and three e-mail addresses per student and employee. All employees and enrolled students are automatically signed up for Rebel Alert using the email and phone number currently on file. *However, it is the individual's responsibility to log on to Rebel Alert to ensure contact information is correct and to select a primary contact number*. The service is free, but standard text message charges may apply. How quickly you receive the alert may vary according to your cellular network.

Sexual Assault

Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sex offenses are any sexual act directed against another person without the consent of the victim, including instances where the victim is capable of giving consent. The primary concern for survivors of sexual violence is safety and to address medical issues related to physical injury, sexually transmitted infections, and/or pregnancy.

Victims of sexual assault should:
- Get to a safe place immediately
- Seek medical attention as soon as possible
- Report the assault to local authorities and a campus official or Campus Security Authority (CSA)
  - Local Police - 911
  - Campus Safety
    - 254.659.7777 (HCC)
    - 817.760.5777 (JCC)
    - 817.295.7392 (Burleson Center)
  - Dean of Students, Mr. Scott Nalley, 254.659.7793 or Mr. Michael Johnson, 817.760.5504
  - Title IX Coordinator, Ms. Jamie Jaska, Director of Human Resources, at 254-659-7731 or jjaska@hillcollege.edu
- Utilize campus or community resources

Employees are strongly encouraged to report all crimes. Reporting can protect the survivor's safety and can help prevent future assaults. If you feel that a Hill College student or employee's actions may constitute a violation of policy, please report those behaviors.

For tips on Staying Safe on Campus, the Federal Campus Sexual Assault Victim's Bill of Rights, Conduct Violations Policies, and Resources, please visit http://www.hillcollege.edu/safety/sexual_assault.html

Parking Permits

Faculty/Staff parking permits are free and required. The form is available on Hill College website (Campus Life → Campus Safety, then scroll down to Parking Permit Request Forms), by email from shughes@hillcollege.edu, or in person at the HCC Office of Vice President of Student Services (ext. 7790). Once the form is complete, return it to the HCC Office of Student Services by inter-office mail, email, fax, or in person. Your parking sticker will be provided promptly by inter-office mail or immediately if in person. Please replace lost, damaged, or faded stickers promptly.

Secure Area

Using the link located on Faculty & Staff Survival Page of the college website, the Secure Area provides the most used and pertinent information from various departments, along with a variety of forms and work order requests. Log in using your domain username and password (the same one for email and the network).

Mail, Fax, & Copy Machines

Mailboxes for full-time faculty/staff/departments are located in the Administration buildings on the Hill and Johnson Counties campuses. Ginger Cordell (ext.7515) assigns HCC mailboxes and keys. Outgoing mail needs to be deposited for stamping and mailing in the proper tubs in the mailrooms; inter-office mail goes into the appropriate campus's designated tub. Information on the preparation of outgoing college mail, bulk mailing procedures, and other special instructions are available through the business office. To properly credit postage charges, all outgoing college mail must have a department name, individual name, or account number.

Fax machines are located in the mailrooms.

Copy machines are located at various places on campus, such as mailrooms and libraries, and they require an individual copy code to use. Request a code through the dean or dean's assistant. As copies are charged against department budgets, please use care and planning to avoid waste and excessive copying—think green!

Passwords, Email, Networks, & Voice Mail

◆ **Passwords**: A username and initial password is sent to the personal email you provided on your application. These give you access to email, the network, Hill College Wi-Fi, and the Secure Area. Once you have logged into a networked computer on campus, you can change your password by hitting Control-Alt-Delete and looking for the "change password" option. The password rules are: a minimum of 8 characters, at least 1 capital letter, at least 1 digit, and you cannot use your name as part of your password.

   Be aware that passwords change every 60-90 days with no repeats allowed.

   Forgot your password or no matter what you do it is not working? You can reset your *domain* (everything but My Rebel) password yourself at http://selfassist.hillcollege.edu:8302/. If resetting your password does not resolve your problems, contact Allen Wood (awood@hillcollege.edu, ext. 7845) for assistance.

◆ **Email**: Your email can be accessed from the Hill College website on the Faculty & Staff Survival Page. If you have an office, you can set up Outlook on your office computer rather than using the webmail. If you log into email before changing your domain password, you may be prompted to change your password right away—refer to the password rules for success.
   o When you message students from Schoology it uses Hill College email accounts.
   o There is a built-in directory in the webmail. You can also find the Faculty/Staff directory on the Hill College webpage for first-time mailings to fulltime faculty and staff. After that, the webmail will auto-fill. The standard email format is first-initial last-name (Jane Doe = jdoe); this will differ if there is more than one person with the same name (usually the addition of the middle initial).
   o *Always* use your Hill College email for Hill College business

- o The information needed for adding your Hill College account to your smartphone (not all will be required, depending on your phone) is:
  - Type—Microsoft Exchange
  - Server Name—email.hillcollege.edu
  - User—email username (no domain option? enter the whole address) Password—your current password
  - Domain—(if applicable) hillcollege.edu
  - SSL/HTTP: On

  If you have problems you cannot resolve, submit a ticket to IT from the Secure Area, located on the Faculty & Staff Survival Page.

- ◆ **Networks**: Logging in to a campus computer requires your domain username and password, which is the same as your email username and password. Logging into Hill College Wi-Fi takes a few more steps:
  - o Open a web browser; it should take you automatically to the login page.
  - o Log in using your username and password, and choose Faculty/Staff
  - o Depending on your device and its age, you may or may not have options from there. Latest generation iPads, for example, automatically bring up the login page without offering options. For some laptops and devices, you can choose to launch the Cisco Web Agent (when you do not want to install the full application), launch the Cisco NAC Agent to install the application (which brings up the login), or opt for restricted access.

- ◆ **Voicemail**: If you have an office or other dedicated workspace, submit a ticket to IT (available in the Secure Area) to have your password reset. There is a tutorial for using the Cisco phones in the Secure Area, and the phones have an easily searchable directory built in. Phone numbers share the same prefix for each campus: Hill County is 659 and Johnson County is 760. For example, the Library at HCC is 254.659.7830 and the Library at JCC is 817.760.5830. Calling from one campus to the other only requires the last 4 digits of the phone number, which is the extension number. For example, from a campus phone, you would dial 7830 for the HCC Library or 5830 for the JCC Library.

Support Requests
Hill College uses an online support request system, designed to assign issues to the correct area so they are resolved in a timely manner. When submitting a Support Request, please select the area that best fits your issue. For example, Information Technology has more than one dozen options to choose from in the Support system, so selecting an area unrelated to your issue will only delay the recipient's ability to resolve the problem. The link to create a Support Request ticket is located on the Faculty & Staff Survival Page of the Hill College website.

PR/Marketing
The Hill College Communications team works to promote Hill College through graphic design, web content, advertising, publications, events, and social media.

Faculty and staff are encouraged to let the Communications team know of happenings in their areas/on campus. If you have upcoming events or activities to promote, news about something your department did recently, or want to share the accomplishments of you or your students, please send it in.

Please submit requests for coverage through the Support Request work order system, using the PR/Marketing category. For more information, please contact Robin DeMott, Director of Communications, at 254.659.7771 or rdemott@hillcollege.edu

Human Resources

The Human Resources office is located on the Hill County campus. The Benefits department and Payroll Coordinators are located there as well, should you need to see them personally. You will find a good deal of information in the HR section of the Secure Area, from payroll and benefits to job descriptions, forms, and other information.

Pathway Program Coordinators & Deans

The Pathway Program Coordinators are the first step in the chain of command. They are responsible for the coordination of an area or group of disciplines, reporting up the line on the activities of the group, conducting an annual program review, and planning for the next year. More specifically, their responsibilities include the hiring, supervising, and evaluating of the adjunct facility, developing semester schedules, overseeing classroom and instructional material for classes and labs, and being an integral and important part of the process of developing and revising courses and curricula, while continuing to teach and fulfill other instructor duties.

The Pathway Program Coordinators report to their respective deans: Dr. Kayla Kelly, Business and Industry; Nancy McKenzie, Arts & Humanities and STEM; Lori Moseley, Health and Public Service; and Stephen Pape, Continuing Education. The list of Pathway Program Coordinators and deans is in the Directory on the college website.

Professional Expectations

Academic Freedom (Hill College Policy Manual DGC (Local)

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the Statement of Principles on Academic Freedom and Tenure (PDF) published by the Association of American Colleges and Universities and the American Association of University Professors. The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications. Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA (LOCAL).

Involvement in Academic & Governance Matters

The Hill College Board Policy Manual (DH Local) states, "The College District holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics." Within the TCCTA Code of Professional Ethics, it is noted, "the Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities."

Faculty Credentials

Faculty who teach transfer courses must hold a master's degree with a minimum of 18 hours graduate credit hours in the discipline taught; or a combination of certifications, licenses, education, and/or experience that yields the required knowledge, skills, and abilities required by the instructional area or discipline.

Immediately after hiring, new instructors need to bring their credentials up to date and file them with their dean. These credentials include complete official transcripts for all college work and your prior service record. As graduate and post-graduate work is completed after employment, please file your supplementary transcripts. A copy of the Faculty Credential Review Form is included in the Appendices and can also be found in the secure area under Instruction.

Contracts

Full-time faculty will receive paper contracts after the August Board meeting for budget approval; look for them the end of August, beginning of September. Adjunct contracts will be sent via college email after the Census Date; please check the academic calendar for exact dates for each term.

Faculty Loads

A full load is defined as 15 to 18 instructional hours, with lecture hours counting at face value and lab hours 2/3 to 1, and minimum enrollments met. For academic/transfer areas, minimum enrollment is 85 (based on duplicate head count); for technical areas, the minimum is 60. Duplicate headcount is determined by the count of total enrollments, regardless of whether a student is registered for more than one course.

The Faculty Load Guidelines document is available in the Instruction section of the Secure Area.

Work and Office Hours

The workweek for faculty is defined as 37 hours, including instructional and office hours. Office hours are to be 10 hours a week, with remaining time used for class prep, committee meetings, and other assignments as necessary. On campuses where a Learning Lab is present, faculty are to spend 1 of their 10 weekly office hours in the Learning Lab. There are exceptions in some programs because of daily block scheduling. Your Pathway Program Coordinator can clarify the expectations in your area.

Professional Development

Each year all full time faculty are expected to earn 24 Professional Development credits in the period starting September 1 and ending August 31. Credits are to be earned in three areas: required annual training, supervisor/employee agreed upon training, and employee elective training. Adjuncts are not required to complete professional development credits. However, they are welcomed and encouraged to participate. Other staff are welcomed to participate in professional development activities but are not required to do so unless assigned by a supervisor.

Here are some of the resources available to assist you in providing high quality online learning experience:

- Faculty Development Coordinator
- Educational Support Services
- End of term student evaluations - contact Joe Shaughnessy about adding course specific questions to the standard form
- Hoonuit (formerly known as Atomic Learning) - instructional modules on a wide variety of topics
- Magna 20-Minute Mentor - professional development videos
- STARLINK - instructional modules on a wide variety of topics
- NISOD - newsletter, webinars, and yearly conference

Mandatory

TYPE	Credit
HR (FERPA, Discrimination, Drug Free, Standard of Conduct, HIV/AIDs Technology Use, Title IX, Sexual Harassment	2
IT Training (Cybersecurity)	2
In-services (2 credits each)	4
Mandatory Subtotal	8

Supervisor/Employee Agreed

TYPE	Credit
Any combination of in-house or outside training agreed upon between supervisor and employee.	8

Employee Elective

TYPE	Credit
Any combination of in-house or outside training which contributes to the growth of the employee in their position.	8

Examples of Training and Possible Credit

New Hire Orientation (one time)	4
Online Teaching Course (Every 4 years)	3
Magna 20 Minute Mentor	.5
Atomic Learning/Hoonuit	.5-3
CE/Academic course	1-3
Conferences (.5 credit per session)	.5-4
NTCCC/EAB Conferences (Institutional emphasis = extra credit)	X2
Webinars	.5
Teaching an in-house offering or presenting at a conference	X2

Evaluations
Faculty and staff are evaluated once a year by their immediate supervisor. Full-time faculty are evaluated by their dean; adjuncts by their Pathway Program Coordinator.

Absences and Leave
Sick leave for full-time benefits-eligible employees begins accruing after a 30-day waiting period at the rate of 8 hours a month. In the event of illness or other unexpected absence, contact your dean and the dean's assistant as soon as possible to inform them of the circumstances and the anticipated length of the absence (Satellite campuses, please check with your campus dean or director for additional instructions).

Instructors should not make arrangements for substitutes, leave classes and students unattended, or agree to pay for substitutes personally without consulting their Pathway Program Coordinator.

After an absence, please access the Request Time Off page found in ADP Employee Access on the Faculty /Staff Survival Page of the Secure Area; you will need to set up an ADP account. Make personal leave requests (2 days a year for full-time benefits-eligible employees) from the same page, and submit 5 days in advance. Activities and vacations that could have been scheduled during non-teaching days are generally inappropriate reasons for missing class.

Comprehensive sick leave, FMLA, Workman's Comp, and other leave-related information can be found in the Policy Manual.

Policy Manual
Available in the About section of the Hill College website, the Policy Manual provides additional information and more in-depth explanations of the information contained in this Faculty Resource Guide; it is the final authority.

Family Educational Rights and Privacy Act (FERPA)
Hill College is dedicated to maintaining the absolute integrity of all student educational records as required by the Family Educational Rights and Privacy Act (FERPA). All employees should read the act found at the link below to ensure they are aware of the regulations to protect themselves from legal problems while protecting our students' legal rights.

http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Please post grades in Schoology where only students have access to their grades, or make other arrangements with your students who need to know their grades on assignments, tests, and their average/final grades.

Course Management

HB 2504

In the 2009 legislative session, the Texas Legislature passed House Bill 2504, which mandates all public higher education institutions make available to the public certain information concerning undergraduate academic programs. Of concern to you, as faculty, are the requirements that Class Syllabi and Instructor-of-Record CVs be posted on the website. Your CV is a one-time posting, subject to updating changes, but your syllabi will be replaced each semester a course makes and is taught.

HB 2504 requires your postsecondary education, teaching experience, significant professional publications, but no personal information such as home phones and addresses, on your CV. This CV is to be available to the public no later than the seventh day after first day of classes for the term.

For syllabi, HB 2504 requires the following:

- Satisfies any institutionally set standards
- Provides a brief description of each major requirement of the course, including each major assignment and examination
- Lists any required or recommended reading
- Provides a general description of the subject matter of each lecture or discussion
- ADA Statement

Uploading and Submitting Your CV and Syllabi

You will find the instructions for uploading your CV and syllabus and samples of each form in the Secure Area → HB2504 Instructions. Access the Secure Area from the Faculty and Staff Survival Page of the Hill College website, and you will log in using your domain username and password (the same one for email and the network).

You are responsible for posting your syllabus every semester into your MyRebel account.

Your syllabi, one for each course and section you are teaching, also need to be accurately labeled and identified by course and section, and up-to-date for the current term—including the ADA information.

Syllabus

Your syllabus serves as a contract between you and your students. It is vital that it be clear and cover important points and expectations beyond the course schedule of what will be covered on which days, such as academic responsibilities/requirements and your policy regarding academic dishonesty (please see the Student Conduct and Discipline section below for college policy). For each course, a printed or digital syllabus must be developed and made available to students by the first class meeting. Should a course-related conflict arise between you and a student, the Pathway Program Coordinator, dean, or VP of Instruction will look at your syllabus and the guidelines and expectations defined there first in resolving the conflict.

Please be sure your ADA statement is up to date and correct!

In the Secure Area "HB2504 Instructions" section, you will find the template developed by the Instructional Dean's office. There will be required areas for you to complete, such as your contact information and the course ID for the term, and space for your individual policies and schedule.

Items that must be on your syllabus are:

- ◆ The correct course ID and description
- ◆ Instructor contact information
- ◆ Student Learning Outcomes
- ◆ Program/Course Objectives
- ◆ Textbook, supplies required
- ◆ Topics, chapters, to be covered
- ◆ Assignments, exams, and weights
- ◆ Any lab requirements
- ◆ Grading policy
- ◆ Attendance policy
- ◆ Academic dishonesty guidelines and consequences
- ◆ Last date to drop without academic penalty
- ◆ The disclaimer that the syllabus, in particular the dates on your syllabus, is subject to change.

Access the Secure Area from the Faculty and Staff Survival Page of the Hill College website, and you will log in using your domain username and password (the same one for email and the network).

Disabilities / ADA Statement

Disabilities / ADA

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name	Lizza Trenkle
Position	Vice President Student Services
Address	112 Lamar Dr., Hillsboro, TX 76645
Telephone Number	(254) 659-7601

Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. **Students should contact the Academic Advising and Student Success Center for more details at: (254) 659-7650 for Hillsboro, (817) 760- 5650 for Cleburne or (817) 295-7392 for Burleson**

Title IX Statement

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name	Jamie Jaska

Position	Director of Human Resources
Address	112 Lamar Drive, Hillsboro, TX 76645
Telephone	(254) 659-7731

Textbooks, Instructional Materials

Should the textbook, teacher's manual, and/or supplementary materials not be available through the department, instructors can obtain a text by contacting the publisher and requesting a complimentary copy. If the need is urgent, the dean's office can purchase a text for you at the bookstore—it will be returned after the complimentary copy arrives, so please keep it in "like new" condition.

Rosters, Roster Certification, and Grade Submittal

You can view and download your rosters, certify them, and submit grades (check the calendar for the relevant dates) through My Rebel. There is a MyRebel link on the Hill College website home page and the Faculty and Staff Survival Page.

- ◆ Username: first initial last name (Jane Doe = jdoe)
- ◆ Password: last name last 4 digits of your College ID# (Doe1234)

Once you have logged in, click the Campus Connect link to get to Faculty Access where you will find the roster and grades related icons along with course availability, a real-time active course schedule that gives course information, such as closed and cancelled courses.

If you need assistance with username or password, please submit a Support request. You will find MyRebel in the Information Technology section of the Support Request "Category Select" menu.

Incompletes and Grade Changes

In the Secure Area under Instruction, you will find the form for submitting an incomplete. There are a number of criteria that need to be met before giving an incomplete—death in the family, serious illness, etc.—and the reason is noted on the form. Once completed, the dean will approve or reject the incomplete. The timeframe for removing an incomplete can be set by the instructor; one long term is the limit.

Student Conduct and Discipline

The Student Handbook provides guidelines and policy regarding academic, or scholastic, dishonesty:

1. Scholastic Dishonesty**.** Scholastic dishonesty shall constitute a violation of the "Code of Student Conduct," and is punishable by the instructor, division director, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not be limited to:
    - ◆ **Cheating on a test**. Which may include: (1) copying from another student's test paper; (2) using unauthorized test material; (3) collaborating with or seeking aid from another student without authorization; (4) knowingly using, buying, selling, soliciting, stealing or transporting in whole or in part the contents of an unadministered test; (5) any form of grade alteration; (6) substituting for another student or permitting another student to substitute for one's self to take a test.
    - ◆ **Plagiarism**. Defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
    - ◆ **Collusion**. Defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

It is *imperative* that your consequences regarding academic dishonesty are explicitly and unambiguously detailed in your syllabus.

Disruptive behavior and disorderly conduct in the classroom are subject to disciplinary action. To allow resolution at the lowest possible administrative level, concerns regarding student behavior should be addressed as soon as possible. If resolution is not reached, the Dean of Students will interview the student and decide whether the alleged rule, conduct, or policy violation warrants an investigation, or warrants dismissal.

If the informal conference fails, the Dean of Students will investigate and determine a course of action that ranges from dismissal to expulsion.

Online Course Integrity

Hill College is required to be able to demonstrate that the individual who signs up for an online course is the person who does the work in the course and receives the credit for the course. To ensure this, online courses are required to use a combination of biometric sign-ins and proctored exams. Several programs are available to accomplish this and assistance with these programs is available from the Educational Support Services department.

Student Attendance

The Student Handbook informs students they regular attendance is required for all courses and laboratories, and the instructor will determine how attendance affects progress in the course and the final grade. Attendance requirements, any procedures and academic consequences, are to be included in your syllabus.

Attendance is also important for roster certification (dates available on the academic calendar). Please remember to mark students as "Never Attended" if they have not attended class and/or completed an assignment; logging into Schoology once or twice is not enough to qualify as "attending." If you neglect to take proper attendance, including certifying rosters based on attendance, you may cause difficulties with student accounts and student records, and can negatively affect a student's financial aid eligibility.

Neither faculty nor the college initiates withdrawal of students who have seemingly disappeared. Students who stop attending after roster certification remain on the roster and receive the grade they earned for any work they have already completed.

Learning Outcomes

Learning outcomes for programs and courses are linked to assessments. To evaluate student learning, the learning outcomes are tracked, analyzed, and recorded by the end of the term. A growing number of programs have a uniform exam in Schoology, so data can be easily extracted. This is a new initiative being rolled-out—please get with your dean or Pathway Program Coordinator as soon as possible to get the information you need and avoid unpleasant end-of-term surprises.

Final Exams

Final exam dates for all course sessions (mini-mester, 8-week, and 16-week) are found on the Hill College academic calendar, found at the beginning of this guide, linked at the bottom of the Hill College website, and from the Faculty and Staff Survival Page. The exam schedule is located on the Hill College website (Academics → Exam Schedule).

Student Course Evaluations

Confidential student course evaluations are given at the end of each term. The evaluation is a separate Schoology link (not accessed via your courses) and administered through Schoology. Students are emailed with instructions for accessing and completing the evaluation, and instructors receive a similar email so they can answer any questions students might have.

Reminders are sent to students as the time period for the evaluations nears an end. Instructors will receive an email with instructions giving them access to a course evaluation link in Schoology that allows them to see who has completed the evaluation, without seeing any of the information in the evaluation. Please encourage your students to complete the evaluations, offering extra credit or whatever might work.

Results of your student course evaluations will be released to you through Schoology; you'll receive an email with instructions on where to find them.

Student Grievances

Students are encouraged to discuss their concerns and complaints through informal conferences with the instructor or other campus administrator, as soon as possible, so they may be resolved at the lowest administrative level.

If a resolution cannot be reached at the informal level, the student may initiate the formal complaint process by timely filing a written complaint form. At this point, the grievance process can move through four levels of escalating conferences, with required documents, written responses, and timeframes involved at each level to keep the process moving without overlooking any important information. Level four is a Board meeting to determine a final resolution.

Schoology

Schoology is the learning management system (LMS) adopted by Hill College. All courses offered at Hill College have a corresponding Schoology section built. All courses regardless of location and modality are to have, at a minimum, the instructor contact information and syllabus posted in the Schoology section. Online courses are expected to have considerably more as detailed below.

Online Course Expectations

Faculty teaching in an online environment are required to go through a training program which emphasizes not only technical expertise with the LMS but also best practices pedagogy. Online courses are regularly reviewed by program administrators using an Exemplary Course Rubric.

Instructional Support

Libraries

The Hill College library system serves the students, faculty, and communities of Hill College through two campus libraries and a wide range of online resources. Housing an up-to-date collection of over 45,000 books, 90,000 eBooks, over 450 DVDs, 200 periodical subscriptions, and more than 100 databases, the library system provides the necessary research material for students to successfully complete their research and class assignments.

The library collection can be search online from the Library section of the college website, found in the Quick Links menu, and the databases and eBooks are available for faculty and student use on campus or off. Holiday and summer hours will differ. Satellite campuses can request library items to be sent via inter-campus mail—contact a library for information.

HCC Library: ext. 7830 JCC Library: ext. 5830

Hill County Campus	Johnson County Campus
Monday-Thursday: 7:30am-10:00pm	Monday-Thursday: 7:30am-9:00pm
Friday: 7:30am-4:00pm	Friday: 7:30am-4:00pm
Saturday: CLOSED	Saturday: 9:30am-3:00pm
Sunday: 2:00pm-10:00pm	Sunday: CLOSED

Academic Advising & Success Centers

The Academic Advising & Success Centers offer much more than degree planning, advising, and career guidance. Learning style inventories, online learning readiness assessment, and skills and interest match assessments are just a few of the ways they help support student success. The Learning Lab, tutoring services (dependent on funding), and the Testing Centers are all available at the Academic Advising & Success Centers located on the Johnson County and Hill county campuses. Burleson has two academic advisors on campus. The Testing Centers offer a range of tests from placement assessment and CLEP tests to HESI tests for the nursing program. They can assist with your testing and proctoring needs, but please schedule ahead. HCC AA&S Center: ext. 7650 Burleson Center: ext. 7392 JCC AA&S Center: ext. 5650

Computer Labs

HCC, JCC, and Burleson have computer labs available for student and class use. To reserve a computer lab for class use on the Hill County campus, contact Joan West at ext. 7955, jwest@hillcollege.edu. For the Johnson County Campus, contact JoAnna Green at ext. 5953, jgreen@hillcollege.edu. If you are on the Burleson campus, speak to Jean Bauer (817.295.7392, jbauer@hillcollege.edu.

Tutoring and Smarthinking

Personal tutoring can be arranged through the Academic Advising & Success Center, when available. Smarthinking offers 24/7 tutoring in a range of Math courses, Biology, Intro to Human A&P, Chemistry, Organic Chemistry, Physics, Economics, Accounting, Intro to Finance, Statistics, Spanish, and Writing. Students can interact with a live tutor, submit writing for any class for feedback from the Online Writing Lab, or submit a question to a tutor.

Smarthinking, a free online tutoring service can be added to any course in Schoology as an External Tool. Smarthinking offers tutoring in almost every area the college teaches, including nursing and health science, Spanish, math and English.

Atomic Learning

Atomic Learning, by Hoonuit, is an online professional learning experience where you will find a large selection of video tutorials related to instructional practices, technology use, student engagement, and more. Some sample titles are:

INSTRUCTIONAL STRATEGIES	LEADERSHIP
Writing Effective Learning Outcomes	Successful Time Management
Learning Styles	Creating Digital Portfolios
Tech Integration Strategies	FERPA

ONLINE TEACHING/BLENDED LEARNING	STUDENT RESOURCES
Instructional Video Best Practices	Grammar 101
Teaching Online: The Basics	Evaluating Web Resources
Effective Online Discussions	Overcoming Test Anxiety

SOFTWARE & TECHNOLOGY

Acrobat Pro	YouTube
Dropbox	Schoology
Google Applications	Microsoft Office Applications
Kahoot!	Plickers
One Drive	

Atomic Learning can be accessed at http://www.atomiclearning.com/login/hillcollege, using your Hill College credentials to log in. Content from Atomic Learning can be added to any course in Schoology as an External Tool.

Appendices

Names and Numbers to Know

President: President's Assistant:	Dr. Pam Boehm Vonnie Morphew	254.659.7501 254.659.7502
Vice President of Administrative Services: VPAS's Assistant:	Billy Don Curbo Trish Jackson	254.659.7701 254.659.7700
Vice President, External Affairs & Accreditation: VPEAA's Assistant:	Jessyca Brown Shannon Yost	254.659.7504 254.659.7819
Vice President of Instruction: VPI's Assistant:	Dr. Kerry Schindler Rose Ann Kaska	254.659.7821 254.659.7820
Vice President, IT: VPIT's Assistant:	Jessie White Kendyl Garza	254.659.7841 254.659.7840
Vice President, Student Services: VPSS's Assistant:	Lizza Trenkle Sue Hughes	254.659.7601 254.659.7790
Academic Advising and Success Center Director:	Noelle Barnes	254.659.7781 817.760.5653
Human Resources Director: HR Assistant: Payroll & Benefits Manager: Payroll & Benefits Coordinator	Jamie Jaska Melissa Tune Bonnie Gunn Marya Garren	254.659.7731 254.659.7730 254.659.7502 254.659.7734
Campus Manager/Dean of Students, JCC: Dean of Students, HCC:	 Scott Nalley	817.760.5504 254.659.7793
Community Relations Executive Director:	Nancy Holland	817.760.5514
Athletic Director:	Paul Brown	254.659.7860
Burleson Center Dean: Burleson Assistant:	Ray Roberts Jean Bauer	817.760.5541 817.295.7392
HCC Bookstore JCC Bookstore		254.659.7720 817.760.5720
Continuing Education Continuing Education Executive Director:	Stephen Pape, Dean Tammy Logan	254.659.7823 817.760.5823 817.760.5826
Faculty Development/Training:	Charlene Awadjie-Ihedioha	254.659.7836
HCC Library Librarian JCC Library Librarian:	Front Desk Joe Shaughnessy Front Desk Theresa Arias	254.659.7830 254.659.7831 817.760.5830 817.760.5831

Distance Learning/Schoology	Theresa Arias	254-659-7836
Texas Heritage Museum Historical Research Center	John Versluis, Dean	254.659.7750 254.659.7757 254.659.7751

For a current listing of Academic Deans and Pathway Program Coordinators please consult the web directory here

The Hill College Website lists information on all major departments. However, you will find snapshots of departmental activities below as a quick reference.

Departmental Good to Know:

Human Resources:

Human Resources helps with professional development. They oversee the Safe College Training, conduct new hire training, provided oversight to the Policy Manual that you can access via the HR Page on the main website, employee recognition "Cause for Applause". The director of Human Resources is the Title IX Coordinator for Hill College.

Faculty are encouraged to report accidents and injuries as soon as possible. The college does have a Worker's compensation Plan. It is best to report immediately and if not possible, as soon as possible.

Continuing Education:

This is the non-credit arm of Hill College. Classes taken here are non-transferable and are fast tracked. The focus here is career development. They are available for linkages when faculty need to do a service learning project for example.

Dual Credit:

This office oversees all Dual Credit activities of the college. Faculty need to know that FERPA applies. You cannot talk to parents/guardians if there is not a FERPA application on file. However, you can talk with the School Counselors about grades, etc. You can check with the office to confirm. We currently work with 28 districts. All grades for dual credits are to be numeric to be in compliance at the Highs Schools.

Accounts Payable:

They are responsible for creating new accounts on the State Purchasing Account System, applying for credit cards when needed to make a purchase, overseeing all invoices. They complete and approves requisitions for mileage, ordering supplies from Quill (governmental contractor), can cash checks from $1- $100.

Good to know:

1. All student refunds comes through office
2. When making purchases, it is best to list all items purchased
3. Turn in purchase orders for reimbursement for a conference fee

Institutional Effectiveness:

Oversees strategic planning, program reviews for all administrative units, assist with developing instructional outcomes, and can help with data and utilization requests. They manage all state and federal reporting, fact sheets for Career & Technical Programs, and monitors all dashboards along with the Carl Perkins Grant.

They partner with external survey providers and can help with sending and compiling surveys results.

Good to Know:

1. Submit a work order for requests
2. Allow 1-2 weeks lead time for requests

Student Services:

Oversees student activities, residential life, student governments, and discipline.

Good to Know:

1. Issues parking permits for students
2. Assist with disciplinary issues involving plagiarism and other class room issues
3. Plans and executes activities such as Spring Fling, casino nights, fish fry, crawfish boils, etc.
4. Advice students to call the Resources Officers when there is a problem. However, in the event of a shooting, they must call 911 first.

Marketing:

Visit the Marketing page on the website and contact the Director of Communications regarding required branding guidelines

Development:

Responsible for supporting growth and advancement in all areas of the college by creating and stewarding strong relational connections between the college, its alumni and community partner. They also develop, implement and evaluate strategic fundraising and friend raising programs.

Good to Know:

1. They oversee scholarship offered by College
2. They encourage donor relations- all deductions are tax deductible
3. Oversees Athletic Hall of Fame and Distinguished Service Award, President's Receptions, Scholarship Luncheons, Boots & Suits Gala
Employee Giving Campaign and Century Club Campaign

Testing Center:

Visit the Link under Academic on Home Page.

Good to Know:

1. Faculty need to complete the test admission form and email or bring to testing.
2. Bring copies of paper test to testing center.
3. No testing facilities in Burleson.
4. Open Mondays – Fridays. Late hours on Tuesdays and Thursdays in Cleburne. Library in Hillsboro can administer after hours testing with prior arrangements through the Testing Center.
5. Leave contact information, with cell number, office number and email for easy reporting on cheating.
6. Let students know that they need to schedule an appointment for testing.
7. Have capabilities to accommodate an entire class with arrangements.

Academic Advising & Success:

See the Academic Advising & Student Success Center information on College Website.

Burleson Center:

Good to know:

1. No proctoring service available
2. Scanning is limited
3. No IT Support on campus permanently to assist with specific programs on laptops
4. Let students know that parking is available in the back of City Market
5. Let students know they can get a free Burleson Public Library Cards with Hill ID & Schedule
6. Faculty lounge with phone and computer
7. Printing is available at the front desk
8. Limited administrative services after hours

Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number   **Course Title**

(Class1234)   **Section:** Number   **Semester:**   with year   (enter title here)

Instructor: Your name

Contact: Office number(s)
    Office hours
    Phone number(s)
    Email address(s)

Catalog Description:

Class 1234

This description comes from the ACGM for transfer courses (http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/acgm.htm) and from the Hill College catalog for other courses.

Lecture Hours: 3   Lab Hours: 0 Semester Hours: (fill in as appropriate)

Prerequisite: List all prerequisites

Introduction and Purpose:

The purpose of this course is to (complete for your course)

The course can be used to fulfill core requirements for graduation and/or transfer to senior institutions.

Instructional Materials:

Textbook: Enter text name, ISBN, other identifiers

Supplies & Materials: List all required and optional supplies and materials

Objectives/Student Learning Outcomes:

At the completion of this course, students should be able to:

1. List all objectives and/or Student Learning outcomes associated with the course

Method of Instruction:

Example: This course will be taught face-to-face and by various distance learning delivery methods.

Audio-visual materials and computer-based technology will be used when appropriate.

Methods of Evaluation:

Grades in this course will be based on the following evaluative criteria:

Example: The average of the course curriculum will make up 80% of the students' grades. The final exam will make up 20% of the students' grades:

Four exams containing objective and subjective questions – 20%
Assignments/Quizzes - 20%
Discussion Board Forums – 20%
Research Paper – 20%
Final Exam – 20%

Letter grades for the course will be based on the following percentages:

90-100%   A
80-89%   B
70-79%   C
60-69 %   D
Below 60%   F

Course Policies: List your policies. Please be clear on consequences! *Example:*

1. Regular and punctual attendance is expected and required unless in an online format.
2. Disruptions in class will not be tolerated.
3. No plagiarism, cheating, or collusion.
4. Late work: If a student misses an in-class assignment, the assignment may be completed and turned in at the beginning of the next scheduled class meeting; otherwise, the grade of zero will be issued.
5. Missed exams: If a student misses an exam, it is the responsibility of the student to notify the instructor **PRIOR** to the time of the scheduled exam, and a different form of the original exam will be given on a date prescribed by the instructor; otherwise a grade of zero will be assigned to the student.
6. Missed discussion board forums/chapter quizzes: Students will have five (5) days to complete discussion board assignments and chapter quizzes, which open up on Mondays at 8:00 am and are due every Friday at midnight. No late discussion board forums nor chapter quizzes will be accepted. A grade of zero will be issued for work turned in after the scheduled due date.
7. The instructor will respond to emails as soon as possible; however, within 24 hours.

Course Outline:

(Give a brief description of the topic of lectures, class activities, etc. Sometimes the chapter title is self-explanatory. It is a great place to incorporate your course calendar with all due dates, etc., in-depth information on projects, MyLab, discussion board expectations, assignments,quizzes, tests, exams, anything specific to your course/subject area)

Disabilities/AD A

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College's designated ADA coordinator, Noelle Barnes, Director of Academic Advising & Success Center, shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact the Director of Academic Advising & Student Success Center, Noelle Barnes, at (254) 659-7781 or (817) 760.5650.

Faculty Credential Review Form

Name _____   Dh'ision _____   [ ] Full-time [ ] Part-time

Employee Status: Contract [ ]Yes [ ]No OR Time Sheet ( )Yes [ ]No Hourly Rate $_____ If hourly rate, submit Personnel Change Notice (Pumpkin) form.

Review Based Upon: [ ]Nw Hire [ )Change in Curriculwn [ )Change in Qualifications [ )Periodic Audit [ )Change in Teaching Field

---

[ ] This faculty member is qualified to teach TRANSFER COURSE(S) in the _____ diocipline because he/she holds:

  [ ] Master's and/or Doctorate with either a major in teaching field or 18 graduate semester hours in teaching field rather than a major in the teaching field

  OR

  [ ] Exceptional experience in lieu of qualifying degree- Pl ase also complete the backside of this form.

Please list all graduate courses which you considered as meeting the 18 graduate semester hour re.1uirement (Excluding Thesis and/or Dissertatiou Hours).

COURSE NAME	INSTITUTION	SEMHRS
1.		
2.		
3.		
4.		
5.		
6.		

[ ] This faculty member is qualified to teach DEVELOPl'vJENTAL EDUCATION in the _____ discipline, because he/she holds:

  [ ) Bachelor's degree in related teaching field

  AND EITHER

  [ ) Teaching experience.

  OR

  [ ) Graduate training iluemedial education.

  OR

  [ ) Exceptional experience in lieu of qualifying degree

Please also complete tbe back side of th.., form.

[ ] This faculty member is qualified to teach CREDIT LAB COURSE(S) because he/she holds:

  [ ] Bachelor's degree or higher with major in teaching field

  OR

  [ ] Exceptional experience in lieu of qualifying degree

Pl ase also complete the back skleOf this form.

•Commu nity \Vorkfort'e Education Standards

Instructor is Qualified to teach in the following areas:

Workfot·ce Developmeut:
  O Instructor has three-plus ye.'lfs of professional e>.l>erience in the subject area to be taughl
  O Instructor has formal training in the subject area to be taught
  O Instntctor has demonstrated instructional skills either through experience or through a teaching demonstration during the interview.

Health Careet'S
  O Instructor has three-plus ye.'lfS of professional e>‡erience in the subject area to be taught.
  O Instructor meets aU regulatory agency instructional requirements, if applicable.
  O Instntctor has formal training in the subject area to be taught
  O Instructor has demonstrated instructional skills either through experience or through a teaching demonstration during the interview.

Persoual Enrichment Classes
  O Instructor has professionaVpersonal e>‡erience in the subject area to be taught.
  D Instructor has demonstrated instructional skills either through experience or through a teaching demonstration during the interview.

[ ] This Faculty member is qualified to teach in the TECHNICAL OR COMMUNITY WORKFORCE EDUCATION COURSE(S) in the discipline because he/she holds:

  [ ] Associate's degree or higher with a major in teaching field and related work experience OR
  [ ] Exceptional experience in lieu of qualifying degree- Ple.ase also complete the backside of this form.
  [ ] Meets the required Community Workforce Education Standards".

Exceptional Experience

The following sections (A·E) are to be completed if the faculty member is **recommended for employment based on exceptional qualifications in lieu of qualifying degree. Please attach appropriate documentation, such as reswne, \'itae, professional and/or teaching award etc.**

A) Formal college level education:

B) Related professional work experience:

Applicable licensure/certificates:

C) Other contributions to the teaching discipline:

D) Justify why the lrlformntion provided in A, B, & C above represents outstanding professional experience and demonstrated contribution to teaching discipline in lieu of the required formal academic preparation:

E) Please describe below plans to remediate deficiencies in formal academic preparation:

Application Checklist

Have we receh•ed official transcripts from all colleges attended?   [| Yes [| No
Have we Received a current Resume/Vitae? [| Yes [| No
Do we have copies of Licenses and/or Certifications listed on the application, resume, and supplemental application? [| Yes [| No

Required Approval Signatures

[| Faculty credentials approved on basis of academic qualifications

[ ] Faculty credentials approved on basis of exceptional experience

[ ) Faculty credentials denied (please comment below)
Ot'nn's Comments R<'.gm·ding Denial:

Denn m·l)ired OJ·'$ SignmtUJ·e   Date

Vice P.-esident's Signatlu'f'"   Date

President*s Signatul·e   **D tte**
Required for faculty appro»'ed Oll ba. ir of exceptiollal experil!11ce

Commu nications

] Notify HR to nm background checks (prior to ◇ffer ◇f employnlent)

| Request for IT set-up (email, secure area, directories, Blackboard, etc.)

] New Hire paperwork has been filled out in person with Human Resources (payroll)

J Request for POISE access has been made to Debbie Daw

| Employee has been informed of tingerprinting requirement and given the FAST Pass Form (required for ALL except "internet only» and Community Workforce Education instructors)

If new hire is on a time sbeet, has a pwnpkin (Personnel Cha nge Notice) form been filled out **and sent for appropriate signatures?**
[ ) Yes [ ) Not applicable